



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
1204 STANLEY ROAD, SUITE 9
FORT SAM HOUSTON, TX 78234-5009

SFIM-SW-HR

1 March 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Southwest Region Office (SWRO) Installation Management Agency (IMA) Guidance Memorandum #14 -- Military Personnel Staffing Shortfalls

1. REFERENCES.

- a. DA Pam 500-5-1, Individual Augmentation Management, 28 December 2001.
- b. Unclass Memorandum DAPE-MPE-DR, 10 March 3002, subject: FY03 Department of the Army, Active Component, Enlisted Distribution Policy.
- c. Unclass Military Personnel Message 02-102, TAPC-EPC-O, 22 February 2003, subject: Processing Requests for Operational Deletions and Operational Deferments (To Include Those Based On Deployments).
- d. Installation Management Agency, Human Resources Division, Military Personnel Branch Operating Instruction #3, 20 January 2004

2. PURPOSE. To provide guidance to all SWRO Garrisons.

3. APPLICABILITY. These procedures are applicable to all military personnel assigned to and/or under the operational control of the SWRO IMA.

4. PROCEDURES.

a. The Army's OPTEMPO and the Global War on Terrorism (GWOT) place a high demand on military personnel resources. Human Resources Command Enlisted Distribution Guidance establishes IMA garrisons as priority two units with fill targets of seventy percent of their authorized military strengths. This guidance memorandum is a short-range document, which summarizes processes and procedures garrisons can utilize to compensate for shortfalls in military personnel staffing at garrisons.

b. Garrison Commanders have various courses of action available to compensate for shortfalls in military personnel who perform BASOPS functions. These options include:

(1) Request operational deferment or deletion of assignment instructions for military personnel who are on orders for a permanent change of station in accordance with procedures prescribed in Installation Management Agency, Human Resource Division, Military Personnel Branch Operating Instruction #3, 20 January 2004.

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(2) Request temporary relief of shortfalls in military staffing by submission of a tasking request through garrison and regional operations channels for temporary duty personnel. TDY costs will be borne by the requesting garrison. The format for requesting a tasking is contained in the Enclosure. Only the Garrison Commander is authorized to sign the tasking request. The tasking request must contain a detailed justification for the requirement and provide an explanation of the consequences if the tasking is not approved by the higher headquarters.

(3) Utilize GWOT funding to procure personnel or services to supplement manpower shortages for BASOPS functions.

c. Requests for operational deferments/deletions and requests for TDY personnel must be timely and accurate. Garrison strength managers must be proactive in forecasting military personnel shortfalls. Garrison leadership must be proactive in submission of requests for deferments/deletions and temporary duty personnel to allow sufficient time to process actions.

5. PROPONENT. The Human Resources Division is the proponent for this Guidance Memorandum. POC is Frank E. Blakely II, Lead HR Specialist, at (210) 221-1116, DSN 471-1116, or email frank.blakely1@us.army.mil.

Enclosure
Tasking Request Format


HUGH M. EXTON, JR
Director

DISTRIBUTION:

Garrison Commander, Corpus Christi AD, 308 Crecy St., Corpus Christi, TX
78419-5260

Garrison Commander, Fort Bliss, Bldg. 2A Sheridan Road, Fort Bliss, TX 79916

Garrison Commander, Fort Hood, Bldg 1001, Room 312, Fort Hood, TX 76544

Garrison Commander, Fort Huachuca, 2837 Boyd Ave, Fort Huachuca, AZ 85613-7001

Garrison Commander, Fort Irwin, PO Box 105021, Fort Irwin, CA 92310-5021

Garrison Commander, Fort Polk, 7330 Mississippi Ave, Fort Polk, LA 71459

Garrison Commander, Fort Sam Houston, 1206 Stanley Road, Bldg 122, Suite A,
Fort Sam Houston, TX 78234-5001

Garrison Commander, Fort Sill, Bldg 455 McNair Hall, Room 114, Fort Sill, OK 73503
71023

Garrison Commander, Presidio of Monterey, 1759 Lewis Road B-614, Monterey, CA
93944-3223

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Garrison Commander, West Coast Command (Prov), Bldg 790 5th Street - Camp
Parks, Dublin, CA 94568-5201

Garrison Commander, White Sands Missile Range, Bldg 100, Headquarters Ave, White
Sands Missile Range, NM 88002

Garrison Director, Yuma Proving Ground, 301 C Street, Yuma, AZ 85365-9124